

SANDY CITY  
APPROVED CLASS SPECIFICATIONS

I. Position Title: Executive Secretary - Public Utilities      Revision Date: 06/06  
EEO Function: Utilities & Trans.  
EEO Category: Admin. Support  
Status: Non-exempt  
Control No: 30536

II. Summary Statement of Overall Purpose/Goal of Position:

Under the general supervision and direction of the Public Utilities Director, performs a wide variety of secretarial services and administrative detail

III. Essential Duties

Assists the Pubic Utilities Director in the following:

- C Represents positively the Public Utilities Department and the Public Utilities Director in dealing with the public, staff, etc. in City related matters.
- C Handles personnel matters for the Public Utilities Department: Assistance in the hiring process, disciplinary process, and termination process; maintains confidential files; processes PAF's to the Personnel office; maintains timesheet records and issues relating to payroll.
- C Answers the telephone, screens, and follows-up on calls.
- C Greets and directs walk-in traffic.
- C Responds directly to many of the incoming public inquiries and complaints.
- C Takes dictation, transcribes notes, meeting minutes, and tapes for Director.
- C Prepares and performs office correspondence.
- C Assists in maintaining office files and records including a large volume of confidential information.
- C Opens, sorts, reads, and distributes office mail; responds to various office correspondence.
- C Assists in planning department sponsored events.
- C Schedules and coordinates meetings, appointments, and calender for Public Utilities Director.
- C Maintains orderly and documented flow of paper work, legal documents, and signature items for Department.
- C Administers personnel information on work management system.
- C Coordinates travel arrangements for department. Prepares travel requests and expense reports.

IV. Marginal Duties

- C Performs other duties as assigned.

V. Qualifications:

**Education:** One year secretarial or business training.

**Experience:** Two years of related executive secretarial experience; may substitute an additional year of experience for required training.

**Probationary Period:** A one-year probationary period is a prerequisite to this position.

**Knowledge of:** Correct English usage, spelling, vocabulary, and arithmetic; clerical and general office practices and procedures; office management; transcription and shorthand; data entry and word processing; effective filing procedures; database theory and management.

**Responsibility for:** Great responsibility for the care, condition and use of materials, equipment, and tools; discretion when working with other department and city employees; care for confidential information when filing and providing information to others.

**Communication Skills:** Glean relevant information to inform personnel and the public regarding City ordinances and practices; able to calmly communicate and resolve problems with angry or upset claimants; frequent contact with executives on matters requiring explanations and discussions; frequent contacts involving the carrying out of programs and schedules; contacts with other departments, requiring tact and judgement to avoid friction.

**Tool, Machine, Equipment Operation:** Type 65 wpm; transcription and shorthand; simple research and data collection; report preparation and minor budget data preparation; regular computer use is required with ability to operate mainframe system and word processing software; regular use of printer, phone system, and copier; occasional use of fax machine and electronic typewriter.

**Analytical Ability:** Work credibly with confidential records; organizational skills including the ability to prioritize in order to meet deadlines.

VI. Working Conditions:

Moderate pressure and fatigue are present in this position due to occasional exposure to stressful situations and deadlines; constant attendance is required; work procedures are established, only unusual cases are referred to supervisor.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

PERSONNEL DEPT. APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_